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PLANNING AND ZONING COMMISSION

Minutes of the Planning and Zoning Meeting of May 21, 2025

- **Attendees:** Mayor Jeff Kinnell, P&Z Commission Members, Matt Shock Zoning Officer, Lauren Frank Zoning Clerk, Tom Marshall Village Administrator
- **Guests:** See attached Sign-In Sheet

Call to Order and Roll Call

- Meeting called to order at 7pm EST by Mayor Kinnell
- Roll call taken; Seth Everitt was absent

Public Hearing – Variance Request for 288 North Walnut Street

Subject:

- Variance request initiated for rear and side setback reductions for two single-family home lots in the Meridell Subdivision.
- Purpose: Enable construction of two new homes due to the deteriorated condition of the existing home and accessory structure.
- **Side setback:** Code requires 20 ft; applicant requests 10 ft on one side.

Comments from Planning Staff:

- Elevation drawings were provided in the packets for both proposed homes.
- Elevation changes requested by the commission were incorporated.

Public Comments:

- **John Eric Bright**, 25 Home Street (adjacent property owner):

- Expressed concern about orientation of new homes, and overall impact on surrounding properties.
- Noted that other nearby property owners (unable to attend) shared concerns.
- Acknowledged legal right to build but urged careful consideration of neighborhood character and setback consistency.
- **Commission Discussion with Mr. Bright:**
 - Confirmed existing variances in nearby properties.
 - Identified that Mr. Bright's own property likely has similar rear and side setback conditions.
 - Explained that the goal is to maintain neighborhood consistency.
- **Concern raised on behalf of resident Martha Lee:**
 - Concern over the proximity of the new structure to her home.
 - Staff confirmed her property also has reduced setbacks and the variance requested is minor in comparison.

Commission Discussion:

- Suggested shifting the home on the lot to place the 10-ft setback on the interior side, leaving a 20-ft setback toward Martha Lee's property.
- The developer confirmed willingness to make the adjustment if allowed by the commission.

Motion to Close Public Hearing-

- Motion made- Alison Cherubini-Hiller
- Second-Michelle Parsons
- Vote Unanimous

Decision:

- **Motion to Approve** the requested variance with the condition that the home be shifted to maintain 20-ft setback along the neighboring property.
- **Vote:**
 - Motion made – Kathy Krupa
 - Second- Alison Cherubini-Hillyer
 - Roll call vote unanimous.

Approval of Previous Meeting Minutes

- Motion to approve minutes – Kathy Krupa
- Motion seconded- Alison Cherubini-Hillyer
- Roll call vote unanimous.

Presentation – Arrowhead Development Concept Plan by Romanelli & Hughes

Presenter:

- **Gary Smith**, G2 Planning & Design (land planner and landscape architect).
- Accompanied by Jim Ohlin (Romanelli & Hughes)

Project Overview:

- Redevelopment of 84-acre Arrowhead Golf Course property, located adjacent to State Route 3 and Sunbury.
- **Current zoning designation:** Planned Commercial
- **Proposed use:** Mixed-use village-scale development, including:
 - Commercial area (frontage at Walnut & Route 3)
 - For-sale townhomes (not rentals)
 - Traditional single-family homes
 - Patio homes (single-story, low-maintenance)
 - Central “village green” community park (~2 acres)
 - 30 acres designated as open space

Design Goals:

- Walkability, community-focused layout.
- Pedestrian-friendly commercial design (storefronts face streets).
- On-street parking and slow traffic zones.
- Preservation of mature trees, especially in buffer areas.

Connectivity & Landscaping:

- Bike and pedestrian paths connecting to neighboring developments.
- Landscape buffer zones, especially between existing homes and new builds.
- Stormwater ponds included for drainage and aesthetics.

HOA Structure:

- Master HOA for shared maintenance (e.g., ponds, signage, central green).
- Sub-HOAs for each residential type:
 - Single-family
 - Townhomes
 - Patio homes
- Commercial areas will have their own property association.

Discussion – Zoning Commission Concerns & Requests:

1. Traffic and Access:

- Heavy concern over traffic impact at Walnut and State Route 3.
- ODOT denied additional access on Route 3.
- Commission has submitted traffic study requirements to Delaware County and ODOT.

2. Buffering and Mature Trees:

- Strong emphasis on preserving mature tree lines along Zoar Street.
- Developer committed to preserving mature tree lines and adding landscaping where gaps exist.
- Suggestions made to retain fully wooded northwest corner as parkland.

3. Bike Path Discussion:

- Preserve existing golf cart path and convert into a looped bike trail.
- Connect development to surrounding neighborhoods (Heathermere, Sambuca, Primrose).
- Integrate with regional sidewalk system.

4. Park Space Concerns:

- Minimum 1.5-acre central green may be insufficient.
- Code requires 5 acres of parkland per 1,000 residents.
- Estimated development population: ~728 people.
- The commissioner suggested preserved woods as parkland to meet code.

5. Building Density and Style:

- Concern about exceeding 25% threshold for attached/multifamily dwellings.
- Developer argues townhomes are considered “attached single-family” and thus excluded.
- Three-story townhomes questioned due to aesthetic and zoning concerns.
- Developer explained height will be consistent with two-story homes due to architectural design.

6. Private Road Widths and Parking:

- Internal private streets proposed at 24 ft width.
- On-street guest parking may be limited.
- Developer agreed to explore adding more guest spaces.

7. Other Divergences Discussed:

- Garage size: Will comply with 20x20 ft requirement.
- Commercial parking: Will be calculated per a blended-use method (e.g., 4.5 spaces per 1,000 sq ft).
- Side yard setbacks require additional discussion.

8. Architectural Design and Control:

- Romanelli & Hughes will provide consistent design and may build most units.
- All designs to maintain high quality (brick, stucco, minimal vinyl).
- Commissioners encouraged keeping consistent architectural standards and possibly naming streets with Village input.

Public Comment – Arrowhead Development

Many residents attended and their names are listed on the Sign-In Sheet attached. These are their main comments and concerns:

- Concerned about cut-through traffic and safety.
- Concerns about street maintenance costs.
- Suggested speed bumps on Fescue as well as gates with key cards to enter The Retreat community.
- The inability to get additional Route 3 access due to ODOT restrictions.
- A traffic study is underway with input from ODOT, Delaware County Engineering, and Village Engineers.

Next Steps

- Developer to provide:
 - Revised traffic study with additional data.
 - Adjusted site plan with clarified variances.
 - Revisions address density, open space, and connectivity.
 - Gary will provide a population estimate for the proposed development.

Zoning Report was presented by Matt Shock.

Major Subdivisions

- **Blackhawk Phase D**
 - Subdivision cleaned up and ready for final acceptance.
 - No empty lots remain.
- **Miller Farm**
 - Section 1: Public infrastructure complete to the pump station. 12 of 33 parcels are permitted. Columbia Gas has completed the main line and is installing service lines.
 - Section 2: Plans approved for phases A, B, and C; construction underway. Daily inspections are ongoing.
 - Section 3A: Plans approved
 - Road widening on Sunbury Road completed.
- **Property Maintenance Violations**
 - 475 North Walnut Street & 502 Zore Street: Corrected.
 - 95 Home Street: Correction still pending; within waiting period.

Zoning Applications and Inquiries

- **360 Quinn St**
 - Modifying multiple lots into three.

- Selling back lot to a neighbor.
- Survey completed; being submitted to Delaware County.
- New zoning would be required if future construction occurs due to farm-residential zoning limitations.

Permits

- Various permits issued.
- Noted: Sewer service permit issued for 268 North Walnut Street to prepare for a future bathroom and pavilion at Miller Park.
 - A \$50,000 grant secured for water, sewer, and drinking fountain installation.

Public Hearing Follow-up

- **Follow-up on a zoning hearing for two houses:**
 - Northern house to be moved south (new variance required).
 - Rear setback prevents moving the southern house further.
 - Matt to email applicant for revised site plan and provide visuals to commission.

Ongoing Items

- **Large Boulder Issue at MI Homes**
 - Meeting with developers was delayed due to rain.
 - Site visit to be scheduled, possibly Friday if the weather improves.
- **Demolition Permit Ordinance**
 - Mayor Hopper's feedback incorporated.
 - Draft reviewed by legal counsel Ken Molnar.
 - Suggested meeting to finalize changes and ensure enforceability before inclusion in the zoning code.

Next Meeting

- **Date: June 18th, 7:00 PM**

Adjournment

- Motion made – Alison Cherubini-Hillyer
- Second- Kathy Krupa
- Approved- Unanimous
- Adjourned at 9:46pm EST